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Report for Week Ending 25 September 1957
from
PROJECTS STAFF

1. Contributions

- a. Developed a summary of records management activity during the past six months for inclusion in Col. White's report to the Killian Committee.
- b. ✓ Rewrote the article on reports management previously submitted for the "Support Bulletin." The rewrite emphasizes the application of reports management to administrative reports, thus, we hope, overcoming [] objection that the first article did not distinguish between operational and administrative reporting.

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2. Projects - Active

- a. ✓ Reports Management Regulation and Handbook - Completed preparation of the issuances for submission to ADD/S, and prepared transmittal memorandum for [] signature.
- b. Records Management Presentation and Seminar - Developing key points for [] DCI staff meeting presentation, and collecting data to develop a revised comparative analysis of the Agency Records Management Program and recommendations of the Hoover Commission. I have received excellent cooperation from Operating Offices in compiling data on records creation.

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3. News

- a. ✓ Attended two meetings of the U.S. Government Correspondence Manual Subcommittee. Work is progressing ahead of schedule.

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from
RECORDS DISPOSITION BRANCH

1. Contributions

21
The Medical Office has begun an integration program, one that has been long since recommended and ^{agreed} by this office. With newly acquired help the Medical Office is combining its medical chart files with the psychiatric files and converting to a numerical file instead of alphabetical. This move will greatly facilitate filing and searching for files and reduce the filing space needed to house these records.

2. Assignments: Active

a. Project 6-95 - Office of Personnel

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✓

The Position Evaluation Division has consented to maintain the record copy of the Agency T/O. Although the Records Control Schedule designated this Division as the responsible Office, T/O's were not retained and retired by this Division since 1955.

A requisition for 3 pieces of filing equipment for the Insurance Branch, BCD has been temporarily suspended by the ARO/OP at the request of this Branch. One 4-drawer safe is being transferred to the Insurance Branch from another Office and it is believed the remaining 2 can be procured likewise.
Project is 70% complete.

b. Project 8-9 - General Counsel

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✓

The records control schedule for the Office of General Counsel has been revised and coordinated with the Area Records Officer. Letter of transmittal is being prepared to forward the schedule for implementation. Since the audit was performed the functions of the Legislative Counsel were transferred to the Office of General Counsel and normally the schedule should include these additional records. However, it was decided not to hold up this schedule until the records of the Legislative Counsel could be audited. Instead, the ARO will perform the audit after the transfer has been completed and the additional items will be added to this schedule. Project is 75% complete.

c. Project 9-18 - Office of Operations/Contact

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An audit of the records program was begun in this area. The records maintained by the Scientific Branch have been surveyed. 25X1
who is assuming the duties of ARO is participating in this survey.
Project is 10% complete.

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CONFIDENTIALd. Project (Number Unknown) - ORR ()

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✓ Subject-numeric file system installed in the administrative files of the Chief, Economic Research Area. Installation is continuing in two of the Staffs. Arrangements were made with the typing pool in Personnel Office to prepare one hundred sets of folders and guides on selected subjects which will be common in each installation of this file system. This will eliminate about 75% of the clerical support normally required in the initial installation. Project is 3% complete.

3. Assignments - Inactive

- a. Project 6-40 Office of Central Reference ()
b. Project 6-90 - Commercial Staff ()
✓ c. Project 6-101 - RI/DD/P ()

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4. News:

✓ () and Messrs () visited Life Office Management Association Exhibition of business machines and equipment at the Shoreham.

Offered assistance to the Regulations Control Staff on a filing problem. Suggested the Subject-Numeric System for Subject File material and recommended the destruction of ephemeral material.

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FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

(1) Completed 24 actions requiring the printing of 501,850 copies or sets of blank forms. This represents an increase of 6 actions and an increase of 391,450 copies compared to last week.

✓ (2) One new and 5 revised forms were approved. 25X1 25X1

(3) In collaboration with the SSA-DD/S [] RC/RQM/DD/P [] and [] FI/DD/P ([]) SD/OL ([]) PD/OL [] and 25X1 25X1
[] solved a vexing supply problem in connection with the unavailability of the Information Report Form Form la. The following was accomplished:

- ✓ a. Tested bidders' materials; rejected the low bidders samples as unsatisfactory. Expedited award of contract.
- b. Effected a reduction in back orders for the Form la from 3813 sets to 2200 sets.
- c. To meet immediate back order needs devised a stop-gap form by combining 2 other forms (800a and lb).
- d. Arranging for immediate shipment of the stop-gap forms to the field.

b. Intangible

✓ (1) Two and a half cubic feet of records were transferred to the Records Center. This comprised 409 obsolete forms in both old and new series also monthly reports for years 1954 and 1955.

2. Assignments

a. Active

✓ (1) One revised form and eleven new forms are pending.

(2) Three Employee Suggestions are being evaluated.

3. News

25X1 On Monday [] and Messers [] attended 25X1
LOMA Exhibit at the Shoreham Hotel. The following day [] conducted 25X1
25X1 [] ARO, Office of Communications on a visit to the same exhibit.
25X1 [] primary interest was to see the various types of filing equipment and select one that would take care of the filing requirement prevailing in the Engineering Division. She tentatively decided on the Simplified machine manufactured by Whelldex and Simpla Products, Inc. Her requisition and justification will be forthcoming.

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3 NEWS CONTINUED

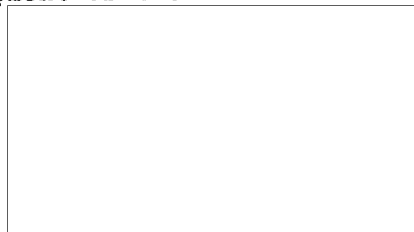
NUMERICAL

Machine Records furnished us ~~numerical~~ listings of all forms for the Offices of Personnel and Comptroller which had been requested by Al Hines.

Tested and evaluated material samples of the Biographic Data (Name Check) forms used by Security & OO/C. Tests were made in collaboration with OS and PD/OC officials. Final recommendations will be made next week after Security comments. Results of GPO tests are also being awaited. Once again the Security tests indicated that the A&M offset master does not work as well in a set, when imaged by lithographic carbon paper as does the Calitho master.

Tested and rejected material samples on the Form 670. This is a 2-part carbon interleaved card used by RI/DD/P. The quality of the carbon paper furnished was completely unsatisfactory.

Met with [] and [] ACSI, Dept of Army and representatives of RCA to discuss development of the Common Information Report Format.



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